

**** THIS IS A RE-ADVERTISEMENT ****

*****NATIONWIDE*****

***** Please Post in a Prominent Place on a Bulletin Board *****

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement #: MVA-AF-06-13	Enlisted: <u>XX</u>
Position Title:	Recruiter
Series, Grade:	TSgt/E-6
AFSC:	8R000

Mail Application To: HRO-Staffing, AGR Section, 789 Vermont National Guard Road, GMA, Camp Johnson, Colchester, VT 05446-3004 or via e-mail to: donald.g.cobb@us.army.mil

Open Date: 08 September 2006	Close Date: 10 October 2006
Area of Consideration:	This position is advertised all current members of the Vermont Air National Guard and those eligible to become a member of the Vermont Air National Guard. This is a NATIONWIDE Advertisement A PCS MOVE IS AUTHORIZED
Location of position:	Recruiting Office, Vermont Air National Guard, BIAP-VT, South Burlington, Vermont 05403
Selecting Official:	SMSGT RONALD GOODALL JR. RRS, VTANG Telephone: (802) 652-8033

Instructions For Applying

All applicants must submit the following documents prior to 1600 hours on the closing date. Any additional documentation may be submitted.

1. **NGB Form 34-1 (AGR Application Form)**
2. **AF Form 422 (Medical Forms)**
3. **DD Form 214 (If applicable)**
4. **Letter of recommendation from immediate supervisor. (If applicable)**

Other Information

This is a 2 (two) year tour, with the possibility of continuation beyond FY-08, contingent upon availability of an AGR resource.

Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 592 (f) for a period of two (2) years with the possibility of renewal. As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.

Equal Employment Opportunity

The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the "Human Goals" of the Department of Defense.

Additional Requirements

1. Applicants must be medically qualified IAW ANGI 36-101; Individuals age 40 & over will require a stress test (EKG); female applicants must have a pregnancy test prior to entering the AGR program.
2. Applicants must possess an awarded 5-skill level in any AFSC.
3. Current AGR members may apply without an awarded 3-skill level, and must agree in writing to obtain the 3-skill level within 9 months of the appointment, subject to restrictions of ANGI 36-101.
4. Applicants for Officer positions MUST currently be qualified in the AFSC being advertised.
5. Military grade at the time of appointment cannot exceed the maximum military grade of the position.
6. Officer applicants must be able to complete 20 years of Active Duty prior to removal date.
7. All conditions of ANGI 36-101 will be complied with.
8. UMD position must be vacant prior to assignment to the advertised position.
9. Enlisted applicants must be able to complete 5 years of Active Duty prior to reaching 18 years total Active Duty.

OTHER PERTINENT DATA: This is a new position. Individual selected must become assigned to a compatible military position in the AFSC of 8R000. This position is open to all members of the Vermont Air National Guard and those eligible to become a member of the Vermont Air National Guard. This is a NATIONWIDE advertisement.

OTHER QUALIFICATIONS:

1. Applicants must have a minimum aptitude score of "30" in "GEN" and be eligible for world wide duty IAW ANGI 36-101.
2. Applicants must be knowledgeable of the organization, mission and operation of the ANG, and the methods and techniques of recruiting internally and publicly.
3. Applicants must be of high moral character and unquestionable integrity.
4. Applicants must be able to communicate orally and in writing effectively.
5. Applicants must currently be a graduate of an approved recruiting school, or be able to attend the ANG Recruiting School immediately upon selection.
6. Applicants must have the ability to type 25 words per minute.
7. Must possess a valid state drivers license for the state in which they live or are principal
8. Applicants must meet the requirements of AFI 10-248 and project a favorable image as to represent the Vermont Air National Guard.
9. Applicants must meet all training requirements as prescribed in ANGI 36-101, Chap 8.2.1 and AFMAN 36-2108.

BRIEF JOB DESCRIPTION:

1. Assists the ANG Recruiting Office Supervisor in the planning & organizing of recruiting activities. Analyzes industrial & population content of communities to determine the requirements for recruiting programs. Develops & maintains recruiting relations with representatives of civilian organizations, high schools at local level, reserve, & active duty units of the Armed Forces and the general public. Implements approved recruiting programs to meet ANG and public needs of interests. Establishes contacts with interested prospects through use of news media and referrals. Improves techniques for disseminating recruiting information. Maintains full familiarity with events and facts concerning benefits for ANG personnel.
2. Coordinates recruiting activities with information specialists & photographers to cover events in which ANG personnel participate. Coordinates the recruiting advertisements for all local radio and television spot public service announcements to ensure a balanced presentation of material & suitable program types. Prepares reports and correspondence for recruiting activities. Instructs & indoctrinates other recruiting personnel in techniques, philosophy, and the importance of recruiting activities.
3. Coordinates inter-service information on recruiting activities. Reports unfavorable publicity or conditions that might result in unfavorable public reaction. Coordinates with responsible sections to ensure prospects are properly scheduled for physical examinations and ASVAB tests, etc. Coordinates with educational facilities to ensure proper information and assistance requests are fully complied with. Coordinates formal presentations to members of the news media, educational institutions, public service organizations and other organizations upon request.
4. Performs technical recruiting functions. Conducts recruiting briefings for ANG personnel engaged in recruiting involving direct contact with the public and representatives of the news media, etc., personnel on short tours for members of the civilian community. Makes personal contacts with prospective enlistees to present the overall opportunities the ANG has to offer. Follows up on all contacts regardless of source. Encourages qualified people to join the ANG.
5. Recruiters are expected to perform duty during non-traditional hours, often exceeding the 40 hour work week, to include evenings, weekends and holidays, to meet strength objectives. Recruiters will be expected to be available at times when their "customer" is available.

Performs Other Duties as Assigned:

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**Ann M. Varney, LtCol, VTANG
Human Resources Officer**